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396/990-2

Department of State

A Guide to Doing Business With the Department of State

September 1990



Department of State Publication 9335
Bureau of Management
Office of Small and Disadvantaged Business Utilization

Revised September 1990

For sale by the Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

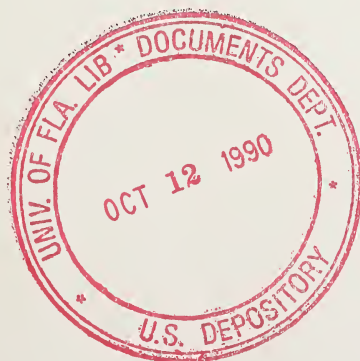



INTRODUCTION

A Guide to Doing Business With the Department of State is designed to familiarize small, minority and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (M/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507 and Executive Order 12138.

The *Guide* is divided into five sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form which is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues. Section E lists other Department of State publications that may be of interest to the reader.





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Section A

- **Procurement Program Profile**
- **Acquisition under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**

Procurement Program Profile

The mission of the Department of State is the making and conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

The Office of Acquisitions is the Department's principal procuring activity. It provides the full range of acquisition services in support of domestic and worldwide operations, i.e., research and development, supplies, equipment, and services.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

Research and development is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

Services

- (a) Certain construction management and architectural design services.
- (b) Continuing requirements for maintenance services for communication equipment.
- (c) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (d) General labor services, i.e., moving, messenger, clerical.
- (e) Management studies and surveys relating to mission activities.

All of the procurement activities described above are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address is:

U.S. Department of State
Office of Acquisitions (OPR/ACQ)
P. O. Box 9115, Rosslyn Station
Arlington, Virginia 22209

Other specialized procuring activities are described below:

1. *Foreign Buildings Office*

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government-furnished equipment, are suitable for small business participation.

2. *Foreign Service Institute*

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic, and foreign area fields.

(b) Book and publication procurement is most often directly from publishers.

3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.

4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.

5. *Language Services Division*

Contracts with individual translators and interpreters.

6. *Office of Foreign Missions*

Limited engineering, building maintenance, and renovation business opportunities exist related to the rehabilitation of certain foreign missions property within the United States in the custody of the Department of State. Firms interested in such contract opportunities should contact Mrs. Durie White, Office of Small and Disadvantaged Business Utilization, Department of State, SA-6, Room 633, Washington, D.C. 20522-0602. Telephone (703) 875-6824.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

For each of the fiscal years 1988 through 1992, Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations, pursuant to the Department of State's Supplemental Diplomatic Security Program.

In the area of embassy design and construction, there are currently 55 capital projects planned through 1992. Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for United States contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact LeRoy Wallin at the following address:

Department of State
A/FBO
SA-6, Room 411
Washington, D.C. 20522-0604
Telephone: (703) 875-6286

Any firm which has a new or innovative product (R&D) which could be used to enhance security at a U.S. Embassy abroad, may contact Rudy Jackson at the following address:

Department of State
DS/PSD/EV
SA-6, Room 804
Washington, D.C. 20522-0608

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Nicholas Mariano of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction

surveillance, and the like, should contact the following areas:

Department of State
A/FBO/PE
SA-6, Room 1301
Washington, D.C. 20522-0602
Attn: Ralph Wheeler

Department of State
DS/ST/CS
SA-6, Room 777
Washington, D.C. 20522-0607
Attn: Robert Britton

For planning purposes, it is projected that during FY-91, architect engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Budapest, Hungary; Abu Dhabi, United Arab Emirates; Caracas, Venezuela; Guatemala City, Guatemala; Lima, Peru; and Cairo, Egypt.

**U.S. Department of State
Washington, D.C. 20520
User-Office Contacts**

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

John F. Black
Departmental Competition Advocate
(Mailing Address)
U.S. Department of State
A/OPE/CA, Room 603, SA-6
Washington, D.C. 20522-0602

Phone: (703) 875-7042

Architectural, Engineering and Design Services (Construction)

Office of Foreign Buildings

Room 302, SA-6

Mr. LeRoy Wallin (Acquisitions)	875-6286
Mr. Richard Natale (Acquisitions)	875-6283
Mr. Charles G. Krips (Acquisitions)	875-6282
Mr. C. Rex Hellmann (A)	875-6184
Mr. Peter Gurvin (D)	875-6115
Mr. Charles Mallett (Minority Business Coordinator)	875-6586

Audio-Visual Services and Products

- a. Publishing Services Division
Room 1754, N.S.
Ms. Rose Grover 647-1082
- b. General Services Division
Room B-258, N.S.
Mr. Richard Jimney 647-1634
- c. Foreign Service Institute (FSI/AV)
Room C-1, SA-3
Mr. Tom Bash 875-5293
- d. Bureau of Diplomatic Security (DS/PLD/TC)
Room 320A, SA-11
Mr. Jeff Bozworth 204-6188

Building Interior Furnishings (Foreign)

Office of Foreign Buildings

Room 412, SA-6

Ms. Vivien Woofter

875-6263

Building Maintenance and General Services (Domestic)

(Includes labor services, local transportation services, etc.)

General Services Division

Room 1493, N.S.

Mr. John Silva (transportation)

647-3628

Ms. Shirley Beard (labor services)

647-3611

Office of Operations

a. Facilities Management and Support Services

Room 1480, N.S.

Mr. Tim Arthurs

647-6001

b. Safety Division

Room 2728, N.S.

Stephen Urman

647-4302

Building Maintenance and General Services (Foreign)

Office of Foreign Buildings

Room 938, SA-6

Mr. James Schoonover

875-7025

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies and equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke

875-5796

Room 1139, SA-6

Mr. Richard Natale

875-6283

Room 411, SA-6

Cartographic Services

Office of the Geographer

Room 8742, N.S.

Mr. William Wood

647-2022

Catering Services

Office of Protocol

Room 1238, N.S.

Ms. Kathleen Mullen

647-1700

Communication Equipment/Maintenance Services

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations

(IM/SO/TO/MT)

Room 214, SA-21

Mr. Lee Rainer

557-2800

Computer Supplies and Accessories

Office of Information Management

(IM/SO/DO/FADPC)

Room 12B63, N.S.

Mr. D. Barry Leonard

647-7245

Construction Services (Foreign)

Office of Foreign Buildings

Room 411, SA-6

Mr. LeRoy Wallin (Acquisitions)

875-6286

Mr. Joseph Toussaint (Const.

Management) Room 460, SA-6

875-6300

Data Processing/Data Entry/Software Services

a. Office of Information Management

Mr. Edward Courlang (SA-29, Room 200)

875-7811

Mr. D. Barry Leonard (Room 12B63, N.S.)

647-7245

Mr. Yang Kim (SA-29, Room 200)

875-7771

Mr. Robert Obenstine (Room 1921 N.S.)

647-3986

b. Bureau of Consular Affairs

Room W-711, SA-1

Mr. Rex Kimbro

663-1121

c. Office of Passport Services

Room 584, SA-17

Mr. James Schwartz

326-6124

e. Foreign Service Institute

Room 1017, SA-3

Eugene Prophet

875-5417

- f. Office of Operations
Room 1493, N.S. (OPR/SPF)
Mr. Paul Fisher 647-3702
- g. Bureau of Diplomatic Security
SA-10, 6th floor (DS/AO/SYS)
Ms. Joan Lewis 663-0416

Educational Materials/Supplies

- a. Office of Overseas Schools
Room 245, SA-29
Mr. Ernest N. Mannino 875-7800
- b. Foreign Service Institute
B-Level, SA-3
Ms. Jayetta Neal 875-5393

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

- Bureau of Diplomatic Security
SA-10, 8th floor
Mr. Gregory Bujac 663-0538
Mr. Nicholas Mariano 875-6562
SA-6, Room 804
Mr. Steven Klein 644-3411
SA-7, (DS/CMP/SDE)
Mr. Jim Walsh 644-3411
SA-7, (DS/PEL/DE)

Engineering Services (Construction)

- Office of Foreign Buildings
Mr. Richard Natale 875-6283
Room 412, SA-6
Mr. Charles Krips
Room 412, SA-6 875-6282

Engineering Services (Non-Construction)

- a. Bureau of Diplomatic Security (DS/CMP/SDE)
SA-7
Mr. Steven Klein 644-3411
- b. Office of Information Management/Special Operations
Room 214, SA-21
Mr. Lee Rainer 557-2800

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings

Room 412, SA-6

Ms. Vivien Woofter

875-6263

International Political and Economic Affairs and Social Science Research

Bureau of International Narcotics Matters

Room 7334, N.S.

Mr. Tim Henderson

647-1918

Labor Services

General Services Division

Room 1493, N.S.

Ms. Shirley Beard

647-3611

Language/Translation Services

Office of Language Services

Room 2214, N.S.

Mr. Harry Obst

647-1528

Library/Subscription Services

Office of Information Services/Library

Room 3239, N.S.

Ms. Alpha Rose**

647-1875

Machine and Equipment Maintenance/Repair

Office of Operations

Room 1480, N.S.

Mr. Tim Arthurs

647-6001

Medical Services/Supplies

Medical Services

Room 2906, N.S.

Mr. Elmer R. Higgs

647-3616

Mental Health Care/Services

Office of Medical Services

Employee Services Division

Room 3243, N.S.

Ms. Anne Weiss

647-4929

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Mr. Joseph Kozlowski; 875-6018.

**Manages Department's Commercial Library Program.

Microfilming/Micrographics

Office of Information Services/Records Management Staff
(IM/IS/RA/RM)

Room 1239, N.S.

Ms. Kathleen Lannon

647-6041

Overseas Employee Associations

Manufacturers and distributors interested in selling wholesale grocery products, exchange items and recreational supplies to U. S. Employee Associations overseas should contact:

Mr. Ravi Sikand, Director

Office of Commissary and Recreation Affairs

(OPR/STP/CR)

Room 600, SA-6

(703) 875-6088

(See page A-12 for a list of U. S. Foreign Service posts having U. S. Employee Associations).

Publishing, Printing, Reproduction Equipment/Supplies and Editorial Services

a. Office of Information Services

Room 1758, N.S.

Mr. Howard Gadsick

647-2517

Mr. Theodore R. Mavritte

647-8662

b. Bureau of Public Affairs, Public Liaison

Division

Room 5819, N.S.

Ms. Donna Kreisberg

647-6431

Safety and Rescue Equipment

a. Bureau of Diplomatic Security (DS/CMP/SDE)

SA-7

Mr. Steven Klein

644-3411

b. Office of Foreign Buildings

Room 912, SA-6

Mr. Gilbert Lindley

875-6983

Small Purchases

Office of Acquisitions

Room 528, SA-6

Ms. Ruby Green

875-6019

Training*

- a. Office of Foreign Service Career
Development and Assignments
Room 2807, N.S.
Mr. Jacques Klein 647-3308
 - b. Office of Civil Service Career
Development and Assignments
Room 2429, N.S.
Ms. Theresa A. Manly 647-7252
 - c. Office of Equal Employment Opportunity
and Civil Rights
Room 4216, N.S.
Ms. Azucena Vasquez 647-9040
 - d. Foreign Service Institute
Room 901, SA-3
Mr. Gary D. Crawford (Language) 875-5241
Ms. Sultana Varvarousis (Clerical/Admini-
strative) 875-7278
Dr. Jack Shellenberger (Area Studies) 875-5160
SA-3, Room 402
Ms. Judy Mullen (Contracting Officer)
SA-3, B Level 875-5393
 - e. Office of Information Management (IM/TE/OT)
P.O. Box 3050
Warrenton, VA 22186
Mr. Leonard A. Fenner 557-1834
 - f. Bureau of Diplomatic Security
Room 320A, SA-11
Mr. Jeff Bozworth 204-6188
- Transportation/Packing/Shipping/Storage (Household Effects)**
- a. Office of Transportation
Room 1050A, N.S.
Mr. Christopher G. Mayers 647-2915
 - b. Office of Acquisitions
Room 528, SA-6
Mr. Harry Lundy 875-6014

*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Mr. Kenneth Dugger, OPM, 632-6028, for information.

Word/Data Processing Supplies and Accessories

Office of Information Management

Room 12B63, N.S.

Mr. D. Barry Leonard

647-7245

*** * * * ***

For further information contact:

Mr. Robert A. Cooper, Jr.

Director, Office of Small and Disadvantaged

Business Utilization

Room 633, SA-6

Telephone: 875-6823

or

Mrs. Durie White

Associate Director, Office of Small and

Disadvantaged Business Utilization

Room 633, SA-6

Telephone: 875-6824

Telephone area codes: (202) for numbers beginning with 647 and 632 (703) for all others.

**State Department Foreign Service Posts
That Operate Overseas Employee Associations**

Location of Office	ZIP Code	Type of Office
Abidjan, Cote d'Ivoire	20521-2010	Embassy
Accra, Ghana	2020	Embassy
Addis Ababa, Ethiopia	2030	Embassy
Alexandria, Egypt	6090	Consulate General
Algiers, Algeria	6030	Embassy
Amman, Jordan	6050	Embassy
Ankara, Turkey	7000	Embassy
Antananarivo, Madagascar	2040	Embassy
Asuncion, Paraguay	3020	Embassy
Athens, Greece	7100	Embassy
Bamako, Mali	2050	Embassy
Bangkok, Thailand	7200	Embassy
Banjul, The Gambia	2070	Embassy
Beijing, China	7300	Embassy
Belgrade, Yugoslavia	5070	Embassy
Bogota, Colombia	3030	Embassy
Bonn, Germany	7400	Embassy
Brasilia, Brazil	7500	Embassy
Brazzaville, People's Republic of Congo	2090	Embassy
Bridgetown, Barbados	3120	Embassy
Brussels, Belgium	7600	Embassy
Bucharest, Romania	5260	Embassy
Budapest, Hungary	5270	Embassy
Buenos Aires, Argentina	3130	Embassy
Bujumbura, Burundi	2100	Embassy
Cairo, Egypt	7700	Embassy
Canberra, Australia	7800	Embassy
Cape Town, South Africa	2480	Consulate General
Caracas, Venezuela	3140	Embassy
Colombo, Sri Lanka	6100	Embassy
Conakry, Guinea	2110	Embassy
Copenhagen, Denmark	5280	Embassy
Cotonou, Benin	2120	Embassy
Dakar, Senegal	2130	Embassy
Damascus, Syria	6110	Embassy
Dar es Salaam, Tanzania	2140	Embassy
Dhahran, Saudi Arabia	6310	Consulate General
Dhaka, Bangladesh	6120	Embassy
Dublin, Ireland	5290	Embassy
Frankfurt, Germany	7900	Consulate General
Freetown, Sierra Leone	2160	Embassy
Gaborone, Botswana	2170	Embassy
Geneva, Switzerland	5120	Branch Office

Georgetown, Guyana	20521-3170	Embassy
Guadalajara, Mexico	3280	Consulate General
Guangzhou, China	4090	Consulate General
Guatemala City, Guatemala	3190	Embassy
Guayaquil, Ecuador	3430	Consulate General
Hamburg, Germany	5180	Consulate General
Helsinki, Finland	5310	Embassy
Hong Kong, Hong Kong	8000	Consulate General
Islamabad, Pakistan	8100	Embassy
Istanbul, Turkey	5030	Consulate General
Jakarta, Indonesia	8200	Embassy
Jeddah, Saudi Arabia	6320	Consulate General
Karachi, Pakistan	6150	Consulate General
Kathmandu, Nepal	6190	Embassy
Khartoum, Sudan	2200	Embassy
Kigali, Rwanda	2210	Embassy
Kingston, Jamaica	3210	Embassy
Kinshasa, Zaire	2220	Embassy
Kuala Lumpur, Malaysia	4210	Embassy
Kuwait, Kuwait	6200	Embassy
La Paz, Bolivia	3220	Embassy
Lagos, Nigeria	8300	Embassy
Leningrad, USSR	5440	Consulate General
Libreville, Gabon	2270	Embassy
Lilongwe, Malawi	2280	Embassy
Lima, Peru	3230	Embassy
Lisbon, Portugal	5320	Embassy
Lome, Togo	2300	Embassy
London, England	8400	Embassy
Lusaka, Zambia	2310	Embassy
Madras, India	6260	Consulate General
Madrid, Spain	8500	Embassy
Managua, Nicaragua	3240	Embassy
Manila, Philippines	8600	Embassy
Mexico City, Mexico	8700	Embassy
Mogadishu, Somalia	2360	Embassy
Monrovia, Liberia	8800	Embassy
Montevideo, Uruguay	3360	Embassy
Montreal, Canada	5510	Consulate General
Moscow, USSR	5430	Embassy
Muscat, Oman	6220	Embassy
Nassau, Bahamas	3370	Embassy
New Delhi, India	9000	Embassy
Niamey, Niger	2420	Embassy
Nouakchott, Mauritania	2430	Embassy
Oslo, Norway	5460	Embassy
Ottawa, Canada	5480	Embassy
Ouagadougou, Burkina Faso	2440	Embassy

Panama City, Panama	20521-9100	Embassy
Paris, France	9200	Embassy
Port-au-Prince, Haiti	3400	Embassy
Port-of-Spain, Trinidad	3410	Embassy
Prague, Czechoslovakia	5630	Embassy
Pretoria, South Africa	9300	Embassy
Quito, Ecuador	3420	Embassy
Rabat, Morocco	9400	Embassy
Rangoon, Burma	4250	Embassy
Rio de Janeiro, Brazil	3090	Consulate General
Rome, Italy	9500	Embassy
San Jose, Costa Rica	3440	Embassy
San Salvador, El Salvador	3450	Embassy
Sanaa, Yemen	6330	Embassy
Santiago, Chile	3460	Embassy
Santo Domingo, Dominican Republic	3470	Embassy
Sao Paulo, Brazil	3110	Consulate General
Seoul, Korea	9600	Embassy
Singapore, Singapore	4280	Embassy
Sofia, Bulgaria	5740	Embassy
Stockholm, Sweden	5750	Embassy
Tegucigalpa, Honduras	3480	Embassy
Tel Aviv, Israel	9700	Embassy
Thessaloniki, Greece	5060	Consulate General
Tokyo, Japan	9800	Embassy
Toronto, Ontario, Canada	5530	Consulate General
Tunis, Tunisia	6360	Embassy
Vienna, Austria	9900	Embassy
Vientiane, Laos	4350	Embassy
Warsaw, Poland	5010	Embassy
Yaounde, Cameroon	2520	Embassy

Mailing Address Form

A four-digit add on ZIP Code list for overseas posts is published in the *Key Officers of Foreign Service Posts* booklet (Department of State publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office. These additional four-digits must be added to the five-digit ZIP Code for overseas mail.

Administrative Officer

(for Commissary Officer)

American Embassy*/Name of Post City

Department of State

Washington, D.C. 20521—0000

*Or Consulate General or Consulate, as appropriate.

Section B

- **Memo to Small, Disadvantaged, and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

Small, Disadvantaged, and Female Business (SD&F) Owners

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P&S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under \$25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the Continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. If you are a participant in the Small Business Administration's 8(a) Business Development Program, please also complete the PROFILE sheet on page B-4.

When complete, please remit to:

Small/Minority Business Enterprise
Coordinator
M/SDBU, Room 633, SA-6
Department of State
Washington, D.C. 20522-0602

If there are any questions, please call Mr. Robert A. Cooper, Jr. or Mrs. Durie N. White on (703) 875-6823. Thank you for your interest in being of service to the Department of State.

Sincerely,

Robert Dickson
Director, Office of
Acquisitions

Enclosure:

Vendor File Data Sheet

Vendor Survey Form

Contractor Establishment Code Number (9 Digits) _____

Parent Company CEC (if applicable) _____

Street Address _____

Telephone Number (999-123-4567) _____

City _____ State _____

Country _____

Company Contact _____

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
*Female-Owned Business	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

*For Female-Owned business the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided.
(Should this information not be available, please indicate below the type of goods or services provided by your firm.)

PROFILE

8(a) FIRM: _____

ADDRESS: _____ PRIMARY SIC _____

_____ SECONDARY SICs _____

TELEPHONE: _____

PRINCIPAL'S NAME & TITLE: _____

DATE FIRM STARTED: _____

FIRM'S PROJECTION OF TOTAL SALES FOR 1990: \$ _____

BONDING CAPACITY: SINGLE JOB \$ _____
(If Applicable)

AGGREGATE \$ _____

ANNUAL SALES

LARGEST SINGLE CONTRACT

1987 \$ _____ \$ _____

1988 \$ _____ \$ _____

1989 \$ _____ \$ _____

AVERAGE NUMBER OF EMPLOYEES: _____

STATEMENT OF PRIMARY PRODUCT OR TYPE(S) OF SERVICES:

MAJOR ACCOMPLISHMENTS/PAST CONTRACTS:

RESOURCES AVAILABLE:

PROFESSIONAL REFERENCES:

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directory of Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Department of Agriculture
14th & Independence Ave., S.W.
Room 127-W
Washington, D.C. 20250
Telephone: (202) 447-7117
Attn: Ms. Joanne Jenkins
Director, OSDBU

Department of Commerce
14th & Constitution Ave., N.W.
Room 6411
Washington, D.C. 20230
Telephone: (202) 377-3387
Attn: Mr. James Maruca
Director, OSDBU

Department of Defense
The Pentagon—Room 2A330
Washington, D.C. 20307
Telephone: (202) 694-1151
Attn: Mr. Horace Crouch
Director, OSDBU

Department of the Air Force
The Pentagon—Room 4C255
Washington, D.C. 20330
Telephone: (202) 697-4126
Attn: Mr. Anthony DeLuca
Director, OSDBU

Women in Business Representatives

Ms. Belinda Ward
(202) 447-7117

Ms. Rosemary Mullany
(202) 377-1472

Ms. Tracey Pinson
(202) 697-1688

Mr. Pat Heller
(202) 697-5373

Department of the Army
The Pentagon—Room 2A712
Washington, D.C. 20301
Telephone: (202) 697-7753
Attn: Mr. Daniel R. Gill
Director, OSDDBU

Ms. Dora H. Thomas
(202) 697-2868

Department of the Navy
Building 5 Crystal Plaza
Room 120
Washington, D.C. 20360
Telephone: (202) 692-7122
Attn: Mr. Don Hathaway
Director, OSDDBU

Ms. Janet Koch
(202) 692-7122

Defense Logistics Agency
Cameron Station
Alexandria, VA. 22314
Telephone: (703) 274-6471
Attn: Mr. Raymond Dellas
Director, OSDDBU

Department of Education
330 C Street, S.W.
Room 4329
Washington, D.C. 20202-2410
Telephone: (202) 732-4500
Attn: Mr. Daniel Levin
Director, OSDDBU

Department of Energy
1000 Independence Ave., S.W.
Room 1E061
Washington, D.C. 20585
Telephone: (202) 254-5583
Attn: Mr. Leo Miranda
Director, OSDDBU

Mr. Frank Shuler
(202) 586-8998

Department of Health and Human
Services
200 Independence Ave., S.W.
Room 513D
Washington, D.C. 20201
Telephone: (202) 245-7300
Attn: Mr. Richard Clinkscales
Director, OSDDBU

Ms. Angel Graves

Department of Housing and Urban
Development
7th & D Streets, S.W.
Room 10226
Washington, D.C. 20410
Telephone: (202) 755-1428
Attn: Ms. Elaine Dudley
Acting Director, OSDBU

Department of the Interior
18th & C Streets, N.W.
Room 2527
Washington, D.C. 20240
Telephone: (202) 343-8493
Attn: Mr. Kenneth Kelly
Acting Director, OSDBU

Department of Justice
10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530
Telephone: (202) 501-6271
Attn: Mr. Enos Roberts
Director, OSDBU

Department of Labor
200 Constitution Ave., N.W.
Room S-1004
Washington, D.C. 20210
Telephone: (202) 523-9148
Attn: Mr. Walter Terry
Director, OSDBU

Department of State
(Mailing Address)
Room 633, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6823
Attn: Mr. Robert A. Cooper, Jr.
Director, OSDBU

Department of Transportation
400 - 7th Street, S.W.
Washington, D.C. 20590
Telephone: (202) 366-9750
Attn: Ms. Alicia L. Casanova
Director, OSDBU/MRC

Ms. Doris Sanford
(202) 343-4907

Ms. Elinor Geary
(202) 501-6271

Ms. Katherine Lee
(202) 523-9151

Mrs. Durie N. White
(703) 875-6824

Ms. Pat L. Hodge
(202) 366-1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 1458 Main Treasury
Washington, D.C. 20220
Telephone: (202) 566-9616
Attn: Ms. Debra Sonderman
Small Business Program
Manager, OSD BU

Department of Veterans Affairs
810 Vermont Ave., N.W.
Room 310
Washington, D.C. 20420
Telephone: (202) 376-6996
Attn: Mr. Scott Denniston
Director, OSD BU

Ms. Mary Ella Stormant
(202) 376-6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

Independent Agencies

ACTION
1100 Vermont Ave., N.W.
Suite 2101
Washington, D.C. 20525
Telephone: (202) 634-9150
Attn: Ms. Margaret McHall
Contract Specialist

Ms. Nancy Boss
Director, Equal
Opportunity Staff
(202) 634-9312

Administrative Office of U.S.
Courts
719 - 13th St., N.W.
5th Floor
Washington, D.C. 20544
Telephone: (202) 633-6239
Attn: Mr. Paul R. Truell
Chief, Procurement and
Property Management
Branch

Mr. Ralph Simons
(202) 633-6299

AID
(Mailing Address)
TT-2, Room 1400A
Washington, D.C. 20523
Telephone: (703) 875-1551
Attn: Mr. John L. Wilkinson
Director, OSDDBU/MRC
Office of Business Relations

Ms. Betty Briscoe
(703) 875-1551

Civil Aeronautics Board
1825 Connecticut Ave., N.W.
Washington, D.C. 20428
Telephone: (202) 632-8244
Attn: Mr. Columbus D. Jude, Sr.
Director, Office of
Administrative Support
Operation

Commodity Futures Trading
Commission
2033 K Street, N.W.
Washington, D.C. 20581
Telephone: (202) 254-9524
Attn: Mr. Edward Jon Guss
Director, Division of Management,
Program and Evaluation
and

Ms. Patricia Landis
(202) 254-9735

Mr. Joseph F. Mink
Director, Administrative Services
Division
Telephone: (202) 254-9524

U.S. Consumer Product Safety
Commission
1111 - 18th Street, N.W.
Washington, D.C. 20207
Telephone: (202) 492-6621
Attn: Mr. David Schmeltzer
Director, Office of Compliance

Mr. John Barrett
(301) 492-6570

Environmental Protection Agency
1921 Jefferson Davis Highway
Crystal Mall #2, Suite 1108
Arlington, VA. 20460
Telephone: (703) 557-7777
Attn: Mr. John M. Ropes
Director, OSDDBU

Ms. Margie Wilson
(703) 557-7305

Executive Office of the President
Room 494, OEOB
Washington, D.C. 20500
Telephone: (202) 395-3314
Attn: Mr. Bill Williams
Acting Chief, Procurement
and Contracts Branch

Export-Import Bank
811 Vermont Ave., N.W.
Room 1031
Washington, D.C. 20571
Telephone: (202) 566-8951
Attn: Ms. Helene H. Wall
Director, OSD BU

Farm Credit Administration
490 L'Enfant Plaza
Suite 4000
Washington, D.C. 20578
Telephone: (202) 755-2133
Attn: Mr. Donald E. Wilkinson
Governor

Ms. Mary Matthews
(202) 755-4394

Federal Communications Commission
1200 - 19th Street, N.W.
Room 326
Washington, D.C. 20033
Telephone: (202) 634-1528
Mailing Address:
PO Box 33639
Washington, D.C.
20033-0639
Attn: Mr. D. Kent Goodger
Chief, Procurement Division

FDIC
550 - 17th Street, N.W.
Washington, D.C. 20429
Telephone: (202) 389-4791
Attn: Mr. Andrew Freimuth
Director, Facilities
Operations

Federal Home Loan Bank Board
1700 G Street, N.W.
Washington, D.C. 20552
Telephone: (202) 377-6840
Attn: Mr. Columbus Jude, Sr.
Director, OSDBU

Federal Maritime Commission
Washington, D.C. 20573
Telephone: (202) 523-5911
Attn: Mr. Ronald Murphy
Director, Office of
Management Services

Federal Mediation & Conciliation
Service
2100 K Street, N.W.
Washington, D.C. 20427
Telephone: (202) 653-5310
Attn: Mr. Dan Funkhouser
Director, Administrative
Services

Federal Emergency Management
Agency
Federal Center Plaza
500 C Street, S.W.
Washington, D.C. 20472
Telephone: (202) 287-3826
Attn: Mr. Steve Goodman
Director, Office of Acquisition,
Management

Board of Governors' Federal Reserve
System Procurement Section
20th and Constitution Ave., N.W.
Washington, D.C. 20551
Telephone: (202) 452-3296
Attn: Mr. James Kimmel
Manager

Federal Trade Commission
600 E Street, N.W., Suite 700
Washington, D.C. 20580
Telephone: (202) 326-2258
Attn: Ms. Jean Sefchick
Director, OSDBU

Ms. Barbara Lorette
(202) 326-2257

Foreign Claims Settlement
Commission of the United
States

1111 - 20th Street, N.W.
Washington, D.C. 20579
Telephone: (202) 653-6159
Attn: Mr. Raymond Bell
Chairman

General Services Administration
18th and F Streets, N.W.
Room 6013
Washington, D.C. 20405
Telephone: (202) 501-1021
Attn: Mr. John F. Wynn, Jr.
Director, OSDBU

Ms. Darlene Gauer
(202) 501-1021

U.S. Information Agency
301 4th St., S.W.
Donohoe Building, Room 3728
Washington, D.C. 20547
Telephone: (202) 485-6410
Attn: Mr. Darwin Roberts
Director, OSDBU

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 3123
Washington, D.C. 20423
Telephone: (202) 275-7597
Attn: Mr. Dan King
Deputy Director, Office of
Public Assistance

National Aeronautics and Space
Administration
FB-10B-Code K
600 Independence Ave., S.W.
Room 116
Washington, D.C. 20546
Telephone: (202) 453-2087
Attn: Mr. Eugene Rosen
Director, OSDBU

National Endowment for the Humanities
1100 Pennsylvania Ave., N.W.
Room 405
Washington, D.C. 20506
Telephone: (202) 786-0233
Attn: Mr. Terry Ellis
Contract Specialist

National Labor Relations Board
1717 Pennsylvania Ave., N.W.
Washington, D.C. 20570
Telephone: (202) 254-9200
Attn: Mr. Ernest Russell
Director, OSDBU

Ms. Paula Roy
(202) 634-1991

National Science Foundation
1800 G Street, N.W.
Washington, D.C. 20550
Telephone: (202) 357-9666
Attn: Mr. Donald Senich
Director, OSDBU

Nuclear Regulatory Commission
Room 7217 MNBB
Washington, D.C. 20555
Telephone: (202) 492-4665
Attn: Mr. William B. Kerr
Director, OSDBU

Mr. Harris Coleman
(202) 492-4665

Office of Personnel Management
1900 E Street, N.W.
Room 1342
Washington, D.C. 20415
Telephone: (202) 632-6274
Attn: Mr. Thomas Whiteford
OSDBU, DMD Division

Ms. Barbara Boeheim
(202) 632-4791

Peace Corps
806 Connecticut Ave., N.W.
Room P 300
Washington, D.C. 20526
Telephone: (202) 254-3513
Attn: Mr. Joseph Radford
Director of Contracts

Ms. Kim Randall
(202) 254-3513
Ms. Barbara Hicks
(202) 523-3726

U.S. Government Printing Office
North Capitol and H Streets, N.W.
Room A 332
Washington, D.C. 20401
Telephone: (202) 275-2470
Attn: Mr. Robert Ramsey
Chief, General Procurement

Mr. Tom Hughes
Director
Materials Management
Service
(202) 275-2701

U.S. Postal Service
475 L'Enfant Plaza West, S.W., Room 4131
Washington, D.C. 20260-6201
Telephone: (202) 268-4633
Attn: Ms. Juanda Barclay
General Manager
Procurement Policy Division

Railroad Retirement Board
2000 L Street, N.W., Suite 558
Washington, D.C. 20036
Telephone: (202) 653-9540
Attn: Mr. John C. Ficerai
Director, OSDBU

Small Business Administration
Office of Women's Business
Ownership
1441 L Street, N.W.
Room 414
Washington, D.C. 20416
Telephone: (202) 653-8000
Attn: Ms. Lindsay Johnson
Director

Smithsonian Institution
955 L'Enfant Plaza, S.W.
Suite 3120
Washington, D.C. 20024
Telephone: (202) 287-3343
Attn: Mr. Robert P. Perkins
Director, Office of Supply
Services

Mr. Robert Lewin
(202) 287-3343

Tennessee Valley Authority
1000 Commerce Union Bank Bldg.
Chattanooga, Tennessee 37401
Telephone: (615) 751-6267
Attn: Mr. Frank E. Alford
Director, OSDBU

Section C

- **Subcontracting Opportunities**

Possible Prime Contractors Offering Subcontracting Opportunities

Subcontracting Opportunities Available

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities:

AMCA International Corp. (Encorp.)
111 Merchant St., Suite 210
Cincinnati, OH 45264
Contact: Steven Johnson
(513) 576-5700

Various subcontracting opportunities related to construction of a new U.S. Embassy office complex in Nicosia, Cyprus

American Communications Company
Division American Systems, Inc.
7535 Little River Turnpike
Annandale, VA 22003
Contact: Mr. Tim Ramp, Purchasing
Agent (703) 968-6300

Various subcontract opportunities

American International Corp.
919 Third Street
New York, NY 10022
Contact: Mr. Norman Christensen

Various subcontracting opportunities related to construction of a new U.S. Embassy compound, Amman, Jordan

American Management Systems, Inc.
1777 North Kent Street
Arlington, VA 22209
Ms. Julie Evans, Contract Administrator
(703) 841-6191

Various opportunities related to data processing

The Asia Foundation
550 Kearney Street
San Francisco, CA 94119
(415) 982-4640

Bechtel National, Inc.
P.O. Box 3965
San Francisco, CA 94119
Contact: Mr. L.K. Donovan
(301) 417-4627 (in Maryland)

Renovation of existing office building, Moscow, U.S.S.R.

Brunswick Corporation
Defense Division
2000 Brunswick Lane
DeLand, FL 32724
A. W. Brocious (904) 736-1700

MS hardware, wire, electronic components, etc.

Burle Industries, Inc.
Attn: F.D. Kell, Product Division or
J.S. Hornick Tube Division
1000 New Holland Avenue
Lancaster, PA 17601-5688
(717) 295-6000

Dyncorp
2000 Edmund Halley Drive, 4th Floor
Reston, VA 22091
Mr. Fred Clark, V-P, Support Services
(703) 264-9260

EBASCO Services, Inc
Two World Trade Center, 83d Floor
New York, NY 10048
Contact: Mr. La Cava
(201) 460-6119 (in New Jersey)

Electrospace Systems, Inc.
1301 East Collins Blvd.
P.O. Box 831359
Richardson, TX 75083-1359
Mr. Dennis Quire (714) 231-9303

Federal Cartridge Company
900 Ehlen Drive
Anoha, MN 55303
Rick Bennett, Purchasing Mgr.
(612) 421-7100

General Electric
Mobile Communications Div.
Mountain View Road
Lynchburg, VA 24502-9989
Mr. Mark Burford (804) 528-7886

General Electric Co.
3 Parkridge Blvd.
Reston, VA 22091
(703) 569-3222

Halifax Engineering, Inc.
5250 Cherokee Avenue
Alexandria, VA 22312
(703) 750-2202

Harbert International, Inc.
1 Riverchase Parkway, South
Birmingham, AL 35201
Mr. Claude Roberts (205) 987-5500

Various subcontract
opportunities

Continuous upgrade of
security and fire safety
equipment at worldwide
posts

Various opportunities
related to construction of
a new embassy office
building, Santiago, Chile

Electronic components,
cables, switches, power
supplies, etc.

Various subcontracting
opportunities (Std.
commercial plan)

Commercial Plan (Govern-
ment-wide) moving storage
and installation, security
services, data entry, printed
circuit boards, die castings,
travel agency services

Various subcontract
opportunities

Various subcontract
opportunities

Various subcontracting
opportunities related to con-
struction of new U.S.
Embassy, Pretoria,
South Africa and renovation
of existing U.S. Chancery,
Belgrade, Yugoslavia

Hays Systems, Inc.
2000 M St., N.W.
Washington, D.C. 20036
(202) 223-3703

IBM Corporation
National Federal Marketing
6705 Rockledge Drive
Bethesda, MD 20817
(301) 564-2894

IFR Systems, Inc.
10200 West York St.
Wichita, KS 67215-8935
Mr. David C. Orpin (316) 522-4981

ITT Defense Communications
492 River Road
Nutley, NJ 07110
(201) 284-4475

Jaycor
1608 Spring Hill Rd.
Vienna, VA 22180-2270
Mr. William Raines (703) 847-4000

J.A. Jones Construction Co.
6060 St. Albans Street
Charlotte, NC 28287
Mr. Robert Goodpasture (704) 553-3000

Ogden Allied Eastern Maintenance
Two Pennsylvania Plaza
New York, NY 10121

Pinkerton Computer Consultants, Inc.
1900 No. Beauregard St., Ste. 200
Alexandria, Virginia 22311
Mr. James Craig
(703) 820-5571

Planning Research Corporation
Room 6W3
1500 Planning Research Drive
McLean, Virginia 22102
Attention: Ms. Faye Beales
(202) 556-1537

Price Waterhouse
1801 K Street, N.W.
Washington, DC 20006
Attention: Ms. Paula Nichols
(202) 524-1188

Various subcontract
opportunities

Electronic components, radio
frequency crystals, crystals
filter, transformers, labels,
printed circuit boards,
switches, fuses, microwave
components.

Various subcontract
opportunities

Various subcontract
opportunities related to
construction of a new U.S.
Embassy, San Salvador,
El Salvador

Various subcontract
opportunities related
to building maintenance

Various subcontract
opportunities

Standard Supplies; ADP

Administrative support, in-
cluding graphic services,
audio-visual services,
printing/reproduction
services, ADP support,
training methods support

Sverdrup Corporation
Embassy Task Group
1500 Wilson Boulevard, 7th Floor
Arlington, VA 22209-2454
Mr. Kent Steele
(703) 875-9626 or 875-9673

Prime and subcontracting
opportunities related to
overseas building design and
construction

TRW
Systems Division
7600 Colshire Drive
McLean, VA 22102
(703) 876-8289

Various subcontract
opportunities

Tumi International, Inc.
9308 N.W. 13th Street
Miami, FL 33172
(305) 591-2419

Various subcontract
opportunities related to
consolidated receiving
point

Wang Laboratories
7500 Old Georgetown Rd., 1250 N
Bethesda, MD, 20814
(301) 657-5000

Electrical parts

Xerox Corporation
250 North Halstead St.
Pasadena, CA 91109
Mr. Doug Madrigal
(818) 351-2351

Section D

Some Contacts for Trade and Investment-Related Issues

Some Contacts for Trade and Investment-Related Issues

Department of State

Commercial Affairs	—Thomas Robinson	(202) 647-1683
Investment Affairs	—Stephen R. Gibson	647-1128
Development Finance	—Stephen Ecton	647-9426
East-West Trade	—Alan Parker	647-2875
Trade Policy	—Don McConville	647-2320

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory which can be accessed on (202) 647-5225.

Department of Commerce

Deputy Assistant Secretary

for Services	—Linda Powers	(202) 377-5261
--------------	---------------	----------------

Country Marketing:

Western Europe	—Peter Hale	377-5341
----------------	-------------	----------

Eastern Europe

and Soviet Affairs	—Suzanne Lotarski	377-1104
--------------------	-------------------	----------

Africa	—Jeffrey Greenblum	377-2175
--------	--------------------	----------

Near East	—Carl Reiner	377-4441
-----------	--------------	----------

South Asia	—Richard Harding (Acting)	377-2954
------------	---------------------------	----------

Mexico and Carib-

bean Basin	—Timothy Ashby	377-5327
------------	----------------	----------

South America	—Peter B. Field	377-2436
---------------	-----------------	----------

People's Republic of

China and

Hong Kong	—Christine Lucyk	377-5527
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Japan	—Maureen Smith	377-4527
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Investment Policy	—Martin Kohn	377-8053
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Publications	—Thomas Weatherspoon	377-5487
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Foreign Commercial Service	—Theodore Rosen	377-8300
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Export Licensing Information*		377-4811
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Agency for International Development

Business Relations	—John Wilkinson	(703) 875-1551
--------------------	-----------------	----------------

Overseas Private Investment

Corporation	—Clark Fisher	(202) 457-7069
-------------	---------------	----------------

Export-Import Bank	—Jeni B. Falkiewicz	(202) 566-8990
--------------------	---------------------	----------------

U.S. Trade Representative	—Mollie Van Heuven	(202) 395-6120
---------------------------	--------------------	----------------

*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.

Section E

- **Other Department of State Subscriptions**

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